

Town of Yampa special meeting minutes  
December 13, 2017

TOWN OF YAMPA SPECIAL MEETING  
DECEMBER 13, 2017  
YAMPA LADIES AID HALL

BOARD MEMBERS PRESENT: Mayor Tom Yackey, Mayor Pro-Tem Mike Lewis,  
Trustees Brian Ashley, Jeff Drust and Michael French

BOARD MEMBERS ABSENT: None

EMPLOYEES PRESENT: Public Works Superintendent (PWS) Eric Berry and  
Town Clerk (Clerk) Janet Ray

AUDIENCE PRESENT: Mary Andre and Matt Mielke

Call to Order

Mayor Tom Yackey called the meeting to order at 7:00 pm.

Roll Call

Board roll call was taken.

Public Hearing – Wastewater Treatment Improvements Project

Mayor Yackey opened the public hearing for the wastewater treatment improvement project at 7:00 pm. Engineers Mary Andre and Matt Mielke, Civil Design Consultants (CDC), presented the project information. Ms. Andre stated that the meeting had been properly noticed per the requirements of the funding agencies and Colorado Department of Public Health and Environment (CDPHE).

Ms. Andre stated that CDC just received the final information needed from Stantec to complete the Preliminary Needs Assessment/Preliminary Engineering Report (PNA/PER). CDC will get the PNA/PER to CDPHE this week if possible.

Ms. Andre stated that the SAGR (Submerged Attached Growth Reactor) system is still being recommended. Previously it had been said that one pond would not be used, but that has changed and it will be used. Bubble aeration will be used and reversing the flows so the final lagoon becomes the first lagoon. Mr. Mielke stated that the project could be broken into phases 1 and 2, which could save money upfront. Not all infrastructure would need to be done now, more horsepower, etc. could be added down the line to meet future regulations. The project schedule is still a work in progress. The PEL (preliminary effluent limitations) application has been sent to CDPHE. New effluent limits take effect in November 2018 and

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the thought is that enzymes can be added to the lagoons to help meet limits on a temporary basis. The town plans to start the improvements construction in the spring of 2019. However, it is recognized that the schedule is subject to change. The design takes into account, a population increase over a 20-year period and factors in a buffer for the inflows/infiltration (I/I).

In analyzing alternatives, the town could do nothing, but that is not really an option, since no action could incur penalties from CDPHE. The next alternative is the SAGR system, which has the lowest annual operations and maintenance cost and does not require a lot of oversight. With the SAGR system, the reactors are insulated so they are better protected environmentally. The next alternative is the Lemna system, which requires covers for the lagoons. The covers would need replaced every 10-20 years, which adds to the cost to run the system. The next alternative is Biodomes. These are being tested in Kremmling, Colorado, but are still in the test stage so there could be time delays in implementation. The next alternative is the Ideal SBR (sequencing batch reactor), which works much better in a large building and is more difficult with lagoons. This system offers greater treatment capabilities, but is more operationally intensive. After a full assessment of the alternatives, the SAGR option is still coming to the top of the alternatives.

Ms. Andre stated they have gone through the environmental assessment checklist and are seeing no large environmental impacts. Therefore, they are not anticipating the need to do a full environmental impact statement because this is a modification of an existing operation; however, if CDPHE says one needs done after reviewing what has been submitted, they will let us know.

The next step is providing the PNA/PER to the town board and submitting to CDPHE. A site application amendment will need to be submitted and because the town is increasing treatment capacity there is a process to be followed for that. The design approach will be reviewed by CDPHE and there will be multiple reviews throughout the process until the final plans and specifications are reviewed and approved by CDPHE.

Following the presentation, the hearing was opened for questions. Trustee Ashley asked the engineers to briefly outline how the system would work from the time waste entered the wastewater treatment plant to when the process was complete. Mr. Mielke explained the process. Trustee Ashley asked for locations of where the system is in place now and how long those systems have been in place and further information on the system design. Mr. Mielke said he would get the information from Stantec. There being no other questions, the public hearing closed at 7:47 p.m.

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Consideration of adoption of Resolution 2017-06 – A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Town of Yampa, Colorado, for the calendar year beginning on the first day of January 2018 and ending on the last day of December 2018

Clerk Ray explained a few changes she made in the budget between the public hearing on December 6 and this meeting. She noted that the general fund still indicates a considerable sum of money (\$31,490) coming from past funds for daily operations and she stated that she thinks we will need to monitor revenues and expenditures closely from month to month before moving forward with some proposed projects. Trustee Lewis moved to approve and adopt Resolution 2017-06 - A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Town of Yampa, Colorado, for the calendar year beginning on the first day of January 2018 and ending on the last day of December 2018. Trustee Ashley seconded the motion and the motion passed unanimously on voice vote.

Consideration of adoption of Resolution 2017-07 – A Resolution to Set Mill Levies – A Resolution levying General Property Taxes for the Year 2017, to help defray the costs of government for the Town of Yampa, Colorado, for the 2018 Budget Year

Trustee Lewis moved to adopt Resolution 2017-07 – A Resolution to Set Mill Levies – A Resolution levying General Property Taxes for the Year 2017, to help defray the costs of government for the Town of Yampa, Colorado, for the 2018 Budget Year. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Consideration of adoption of Resolution 2017-08 – A Resolution to Appropriate Sums of Money – A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the amount and for the purpose as set forth below, for the Town of Yampa, Colorado, for the 2018 Budget Year

Trustee Lewis moved to adopt Resolution 2017-08 – A Resolution to Appropriate Sums of Money – A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the amount and for the purpose as set forth below (in the resolution), for the Town of Yampa, Colorado, for the 2018 Budget Year. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Designation of individual or committee for management responsibilities and consideration of signing audit engagement letter

Trustee Lewis moved to designate Town Clerk Janet Ray as the individual for audit management responsibilities as required by the audit engagement letter and to approve Catterson and Company, PC as the firm to perform the 2017 Town of Yampa audit. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

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Designation of Trustee to participate in audit planning meeting

Trustee Ashley moved to designate Trustee Mike Lewis to participate in the audit planning meeting. Trustee Drust seconded the motion and the motion passed unanimously on voice vote.

Fraud Risk Factors (information only-in packet)

Clerk Ray explained that Auditor Catterson provides the fraud risk factors information and the mayor and trustees should make themselves familiar with the information and review it periodically in relationship to town business. No action is needed on this agenda item.

Selection of welder to repair street light pole

Three companies submitted pricing to repair the street light pole on Moffat at approximately Moffat Avenue and Lincoln Street. Short Arc Welding services, LLP (Chris Bray & Forrest Otterman) submitted a quote/estimate of \$375.00. Redeemed Welding and Desiel Works (Kenny Trout) submitted a bid of \$447.58. AMW (Bill Northrop) submitted a proposal of \$639.00. All three are local companies and various board members and/or PWS Berry are familiar with their work and it is thought that any of the three would do satisfactory work. Trustee Lewis moved to hire Short Arc Welding services, LLP to do the repair. Trustee Drust seconded the motion and the motion passed unanimously on the following roll call vote: Yackey – yes, Ashley – yes, Drust – yes, French – yes, Lewis – yes.

Adjournment

The business of the special meeting being completed, the Mayor called for adjournment. Trustee Lewis moved to adjourn, Trustee Drust seconded the motion and the motion passed unanimously on voice vote. The meeting adjourned at 8:13 pm.

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Thomas E. Yackey, Mayor

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Janet L. Ray, Town Clerk

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January 3, 2018